

COUNTY OF SAN BERNARDINO
DEPARTMENT OF COMMUNITY AND HOUSING DEVELOPMENT
2009-2010 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- CONSTRUCTION IMPROVEMENTS AND ECONOMIC DEVELOPMENT PROJECT PROPOSAL -

Construction and other community improvement projects include construction or rehabilitation of public facilities, parks, roads, water and sewer facilities; acquisition of real property for eligible public purposes; demolition and clearance of deteriorated buildings; code enforcement; removal of architectural barriers; and economic development activities that create new jobs. Please use the "Public Service Program Proposal" forms, rather than this set of forms, for any activities to provide services to clients not involving construction of buildings or facilities.

Important: The U.S. Department of Housing and Urban Development (HUD) notified the County that the costs associated with subrecipient oversight of small grants far exceed the actual grant award. HUD recommended that the County increase the minimum grant awards in order to justify the administrative burden. **Consequently, CDH requires CDBG awards of \$5,000 or more per city or unincorporated community to be served, and will use this grant minimum in making its recommendations for approved projects.** See page 6 for more details.

Carefully read through the instructions and proposal forms. Answer all questions that are applicable to your project, as specifically and completely as possible. If more space is needed, attach separate sheets. Submit one (1) signed paper copy.

TYPE OR PRINT.

A. APPLICANT INFORMATION

- 1) Name of Applicant Organization: _____

- 2) Mailing Address: _____
_____ Zip: _____
- 3) Contact Person: _____
- 4) Title: _____
- 5) Phone: _____ FAX: _____
- 6) E-Mail: _____
- 7) Name and Federal I.D. Number of the proposed grant recipient organization/agency:

- 8) Is this a "faith-based" organization? *Yes____ or No____

*Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

B. PROJECT DESCRIPTION

- 1) Using 25 words or less, provide a concise description of the proposed project. **This 25 word description is required in order for this application to be considered complete.** Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on page 9.

C. PROJECT CHARACTERISTICS

- 1) Name and address of the project site or facility:

- 2) Legal property owner: _____

- 3) What is the current zoning that would affect the project: _____

- 4) Is a conditional use permit required? Yes ___ No ___

If yes, attach a copy of the permit. If no, explain why: _____

- 5) Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition).

Assessor's parcel number: _____

Square footage of proposed building or building addition: _____

Square footage of construction site parcel: _____

Length of improvements if street, water or sewer project:

Service capacity of existing facility: _____

Improved capacity of the facility: _____

Age of structure: _____ Historic status: _____

- 6) Describe the community need(s) addressed by this proposal:

- 7) Describe the geographic boundaries of the neighborhood, community or region to be served by the project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map):

- 8) If the project is a special economic development activity, estimate the number of new full time jobs to be created:

_____ jobs _____ low-and moderate-income jobs.

D. PERFORMANCE OUTCOME MEASUREMENT

The program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD).

- 1) Project Objective: Please check the project objective that most accurately describes what you intend to accomplish by carrying out this activity. Please select only one from the following choices:

- | | |
|-------------------------------------|---|
| _____ 1 Suitable Living Environment | (Activities that benefit communities/families/individuals by addressing issues in their living environment) |
| _____ 2 Decent Housing | (Housing activities that meet individual family or community needs; should not be used for activities where housing is an element of a larger effort) |
| _____ 3 Economic Opportunity | (Activities related to economic development, commercial revitalization, and job creation) |

- 2) Project Outcome: Please check the proposed project performance measurement outcome that most accurately describes what you intend to accomplish by carrying out this activity. Please select only one from the following choices:

- | | |
|--|---|
| _____ 1 Availability/
Accessibility | (Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not only refer to physical barriers) |
| _____ 2 Affordability | (Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare) |
| _____ 3 Sustainability | (Activities that promote livable or viable communities and neighborhoods by providing services or by reviving slums or blighted areas) |

- 3) Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

E. PROJECT BUDGET

Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000. See Attachment A, page 10.

1)	COMPLETE FOR PROJECTS INVOLVING CONSTRUCTION	<u>CDBG Share</u>	<u>Other Source</u>
	Architectural and engineering services	\$ _____	\$ _____
	Site acquisition	\$ _____	\$ _____
	Local review application	\$ _____	\$ _____
	Construction	\$ _____	\$ _____
	Other _____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	Total Costs	\$ _____	\$ _____
	Total Construction(CDBG + Other)	\$ _____	
2)	COMPLETE FOR NON-CONSTRUCTION PROJECTS	<u>CDBG Share</u>	<u>Other Source</u>
	Personnel	\$ _____	\$ _____
	Other: (describe cost components)	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	Total Costs	\$ _____	\$ _____
	Total Non-Construction (CDBG + Other)	\$ _____	
3)	Total Costs CDBG Share	\$ _____	
	Total Costs Other Sources		\$ _____
	Grand Total Construction and Non-Construction	\$ _____	
4)	Estimator Name and Title: _____		

F. AMOUNT OF CDBG FUNDS REQUESTED

- 1) Amount of CDBG funds requested in this application:
(Section E, CDBG Share) \$ _____
- 2) Additional funds provided by Other Source(s) for this project. The date that the Other Source(s) of funds have been or will be awarded, must be stated below.

Source(s): _____ \$ _____

Award Date: _____

Date Available: _____

Source(s): _____ \$ _____

Award Date: _____

Date Available: _____

Source(s): _____ \$ _____

Award Date: _____

Date Available: _____

Source(s): _____ \$ _____

Award Date: _____

Date Available: _____

Total of Other Sources \$ _____
(Should Equal "Total Costs, Other Sources" Item 3 in Section E
on page 4)

- 3) If this project benefits residents of non-participating jurisdictions, have requests been submitted to those other jurisdictions? Yes _____ No _____

G. BENEFIT AREAS

This section requires a break down of the requested CDBG funds according to the proposed project's benefit area. Only enter amounts for communities where the project will provide a primary benefit. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. ***Each requested amount must be \$5,000 or greater and must be sufficient to complete the project for the identified city or unincorporated region.***

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed project would include one or more of the following cities. If the project would provide predominate or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable city. Sub-total your entries below.

	<u>Amount Requested</u>		<u>Amount Requested</u>
Adelanto	\$ _____	Loma Linda	\$ _____
Barstow	\$ _____	Montclair	\$ _____
Big Bear Lake	\$ _____	Needles	\$ _____
Colton	\$ _____	Twentynine Palms	\$ _____
Grand Terrace	\$ _____	Yucaipa	\$ _____
Highland	\$ _____	Town of Yucca Valley	\$ _____

Funds Benefiting Cooperating Cities: **Sub-total** \$ _____

- 2) **Unincorporated Regions:** The following regions contain unincorporated areas covered by the County CDBG program. Please determine if the primary service area for your proposed project includes one or more of the following unincorporated areas. Check off the applicable community or communities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable unincorporated area. Sub-total your entries below.

	<u>Amount Requested</u>
<input type="checkbox"/> Searles Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Hinkley/Lenwood <input type="checkbox"/> Newberry Springs <input type="checkbox"/> Baker/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Wonder Valley <input type="checkbox"/> Colorado River areas (in the First District)	\$ _____
<input type="checkbox"/> Oro Grande <input type="checkbox"/> Other Unincorporated Victor Valley areas (in the First District)	\$ _____
<input type="checkbox"/> Phelan/Pinon Hills <input type="checkbox"/> El Mirage <input type="checkbox"/> Wrightwood/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Lucerne Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Crestline/Cedarpines Park (in the Second District)	\$ _____
<input type="checkbox"/> West Fontana <input type="checkbox"/> Lytle Creek <input type="checkbox"/> Devore (in the Second District)	\$ _____
<input type="checkbox"/> Johnson Valley <input type="checkbox"/> Landers <input type="checkbox"/> Morongo Valley/vicinity (in the Third District)	\$ _____
<input type="checkbox"/> Morongo Basin (in the First and Third District)	\$ _____
<input type="checkbox"/> Joshua Tree and areas to the north and east (in the Third District)	\$ _____
<input type="checkbox"/> Lake Arrowhead <input type="checkbox"/> Running Springs <input type="checkbox"/> Big Bear Valley (in the Third District)	\$ _____
<input type="checkbox"/> Bryn Mawr <input type="checkbox"/> Del Rosa <input type="checkbox"/> Mentone (In the Third District)	\$ _____
<input type="checkbox"/> South Montclair <input type="checkbox"/> Northwest Chino (in the Fourth District)	\$ _____
<input type="checkbox"/> Muscoy <input type="checkbox"/> North Norton <input type="checkbox"/> Bloomington (in the Fifth District)	\$ _____
<input type="checkbox"/> Arrowhead Suburban Farms (in the Fifth District)	\$ _____
Other, Please specify _____	\$ _____

Funds Benefiting Unincorporated Regions: **Sub-total** \$ _____

- 3) **Total Funds:** The total amount of CDBG funds requested in Section G, (Cooperating Cities + Unincorporated Regions). This amount must equal the amount of CDBG funds requested in this application on Line 1 in Section F.

Total Funds Requested \$ _____

H. MAINTENANCE AND OPERATION

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. Only applicants requesting funding for proposals for **CONSTRUCTION** must complete this section. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

1) MAINTENANCE AND OPERATION COMMITMENT

The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project: _____

Legal / Incorporated Name of Prospective M & O Entity:

Address: _____

Federal I.D. Number of M & O Entity:_____

Signature

Title

Print Name

Date

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2) ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET

M & O ANNUAL EXPENSES

Estimated Dollar Value

UTILITIES

Electric \$ _____
 Water _____
 Gas _____
 Telephone _____
 Disposal Service _____
 Other _____

Sub-total \$ _____

MATERIALS

Janitorial Supplies \$ _____
 Office Supplies _____
 Recreational Supplies _____
 Ground Supplies _____
 Other _____

Sub-total \$ _____

MAINTENANCE - CAPITAL IMPROVEMENTS

Building Repair \$ _____
 Maintenance of Equipment _____
 Improvements to Property _____
 Other _____

Sub-total \$ _____

INSURANCE

Liability \$ _____
 Fire _____
 Other _____

Sub-total \$ _____

PERSONNEL*

**# OF
PEOPLE**

**MAN-
HOURS**

Maintenance _____ \$ _____
 Secretary _____
 Administrator _____
 Program Staff _____
 Other _____

Sub-total \$ _____

*List # of people and man hours based
 on 2080 Hours per year. Dollar value
 must include salaries and benefits.

M & O ANNUAL EXPENSE TOTAL \$ _____

REVENUE SOURCES (List out all sources such as budget sources,
 memberships, user fees, etc)

_____ \$ _____

BUDGETED REVENUE TOTAL \$ _____

ASSETS/LIABILITIES

REVENUE minus M & O EXPENSE \$ _____

DETAILED PROJECT DESCRIPTION

(Continuation of Section B, Project Description, Page 2)

Within the space provided on this page, provide detailed information on the construction project to be completed, its purpose and its beneficiaries. Include professional estimates for material and labor costs, the square footage of the proposed project and any pertinent construction related information. Also, include the cost of any required permitting for the proposed project, such as building permits. Please attach applicable maps, plans and brochures.

Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Name: _____ Phone: _____

Signature: _____ Date: _____

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL TO: County of San Bernardino, Department of Community Development and Housing, 290 North "D" Street, Sixth Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0800. FAX (909) 388-0929.

This application form can be accessed on CDH's Web Page at:
http://www.sbcounty.gov/eda/cdh/community_dev/cdbg_project.asp

comdev/consolidated plan/2009-2010/CDBG Application text/

**HIGHLIGHTS OF FEDERAL STANDARDS PROVISIONS
(DAVIS –BACON ACT)**

- Applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, decoration, in an amount of \$2,000 or more, any part of which is federal money.
- The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the internet at: <http://www.access.gpo.gov/davisbacon/>).
- Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
- Contractor and subrecipient must maintain all records for a minimum of five years after completion of the project.

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CDBG Application Checklist

Attachment B

Please include one copy of the following items if they are applicable. If you are not submitting these items at this time please notify the Department of Community Development at (909) 388-0800 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

- _____ Summary of agency's current year General Operating Budget;
- _____ List of Agency's Board of Directors, including names and addresses;
- _____ Articles of Incorporation and Bylaws;
- _____ Proof of existing non-profit/tax-exempt status (Letters from the Federal Internal Revenue Service and State Franchise Tax Board);
- _____ Applicant's most recently completed financial audit;
- _____ Current insurance policy and amounts covered;
- _____ Organizational Chart;
- _____ Minutes of last Board meeting.